

**Miami-Dade County  
Finance Department  
September 30, 2010**

**Closing Procedures**

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2010, the following "cut-off" procedures must be observed by all departments:

**Cash Collections and Bank Deposits**

Cash collections must be "cut-off" at midnight on September 30, 2010. This means that collections on hand at midnight, September 30, 2010 must be:

1. Deposited intact before 2:00 P.M. Friday, October 1, 2010 on a Deposit Receipt dated September 30, 2010.
2. Entered on a Report of Collection dated September 30, 2010 with fiscal period 12/2010.

These reports of collection (paper or Interface) should be received by the Finance Department no later than Friday, October 1, 2010 for processing with fiscal month 12/2010. All collections received after midnight, September 30, 2010 must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2010 or later for processing with a fiscal month 01 for fiscal year 2011.

Those departments using Approval Path ("RIMS") to process Report of Collections must input September 30, 2010 deposits with fiscal period 12/2010 no later than **Friday, October 1, 2010.**

**Invoices and Construction Payables**

All purchase orders including construction work orders pertaining to fiscal 2010 must be released/created on or prior to September 30, 2010. Otherwise, subsequent to September 30, you will not be able to process the corresponding fiscal 2010 invoices.

All outside vendor invoices for goods and services received on or before September 30, 2010, will be charged to the 2009-10 budget. Departments using ADPICS A/P Module must have the invoices delivered to the Accounts Payable Section of the Finance Department by **Thursday, October 7, 2010.** In order to facilitate this, **departments in receipt of goods or services** on or prior to September 30, 2010 should request "early" invoicing from **these vendors.**

All **construction-related invoices** for work performed on or before September 30, 2010 will be charged to the 2009-10 budget. Departments, using ADPICS Construction Payables module must assure POs are created and needed modifications are completed by September 30, in order to post the expenditure to FY2010. Invoices must be delivered to the Construction Payables Unit of the Finance Department by **Thursday, October 7, 2010**. In order to facilitate this, departments in receipt of work performed on or prior to September 30, should request “early” invoices from these vendors.

Prior year invoices (invoices for goods or services received or rendered to departments on or before September 30) received by Finance Department after Thursday, October 7, 2010, will be processed in fiscal year 2011. At the end of the audit cycle, if subsequent period entries are material, an accrual adjusting entry will be posted against the 2010 budget.

As a result of using ADPICS A/P and Construction Payables Modules, the system will refer to invoice date to determine which invoices should be accrued in FY2010. A report will be run and provided to enterprise funds (Transit, Solid Waste, and Seaport) and auditors to calculate accrual entry.

**Please do not accumulate old year invoices for payment in the New Year. These will be accrued in FY during the audit process. If an audit adjustment is proposed by external audit we will notify you of amount of accrual. Enterprise Funds with separate audits will be provided a payable report to assist with the accrual adjustment.**

### **Documents in the Approval Path**

Departments using the FAMIS/ADPICS Approval Paths for accounts-payable and/or construction payable related transactions and journal entries must hand deliver all documents to the Finance Department within the scheduled “cut-off” dates as follows:

1. Voucher Processing: Submit by Friday, October 1, 2010 (1<sup>st</sup> preliminary) and by Thursday, October 7, 2010 (final A/P cut-off and 2<sup>nd</sup> preliminary reports)
2. Journal Entries: Submit by noon, Friday, October 1, 2010 (1<sup>st</sup> preliminary), noon, Friday, October 8, 2010 (2<sup>nd</sup> preliminary), and noon, Wednesday, October 13, 2010 (grant adjustments/final)

In order to assist you in tracking outstanding (not posted) documents for fiscal year 2010, ADPICS - A/P, including Construction Payable, you can refer to On-Demand to access a report for all departments of “documents awaiting approval” (FAMF/DA/AP/APPR/AP04).

We will delete any FY2010 voucher documents from the electronic mailbox for which the original documentation is not received by the Finance Department **by Thursday, October 7, 2010**.

We will delete any fiscal year 2010 journal entries (JEs) from the electronic mailbox for which the original documentation is not received by the Finance Department by **noon, Wednesday, October 13, 2010.**

### **Interdepartmental Billings**

1. Automated charges for fiscal year 2010 such as energy, telephones, mobile equipment, are to be processed and applied against the 2010 fiscal year no later than Tuesday, September 28, 2010. Payroll accruals will be posted on Wednesday, September 22, 2010.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2010 are to be submitted to the Finance Department no later than noon, Friday, October 8, 2010 to be included in the 2<sup>nd</sup> preliminary closing reports.

### **Encumbrance Liquidations**

1. Encumbrances reports (excel format) will be to departments for review and approval of liquidations of old encumbrances that have not had activity for the last six months and/or older.
2. Please note that we will need a response from you by Monday, September 13, 2010 in order to meet the 1<sup>st</sup> Preliminary reporting deadline.